DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Wyndham Central College on 03 8744 8900 or wyndham.central.sc@education.vic.gov.au.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers and laptops)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department of Education policies on digital learning, including social media, that our school follows and implements when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies.

SCOPE

This policy applies to all students and staff at Wyndham Central College.

Staff use of technology is also governed by the following Department of Education policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools
- Social Media Use to Support Student Learning.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Wyndham Central College's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department of Education-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and laptops, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Wyndham Central College believes that the use of digital technologies in classrooms allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Wyndham Central College

From 2022, Wyndham Central College is operating on a Managed Device program. Parents/carers are invited to purchase a device for their child to bring to school. Wyndham Central College has made special arrangements with Learning with Technologies for the purchase of devices for our students.

Students are expected to bring their device to school each day to be used during class time for different learning activities. When bringing their device to school, students should ensure that it:

- is fully charged each morning
- is brought to school in a protective case.

Please note that our school does not have insurance to cover accidental damage or theft of students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device. It is highly recommended that parents/carers review and purchase one of the insurance options available through Learning with Technologies when a device is purchased.

Students, parents and carers who would like more information or assistance regarding our Managed Device program are encouraged to contact the Administration Office.

Students who have a Wyndham Central College device from a prior year may continue to use these laptops at school.

Refer to the Appendix for information regarding network connectivity, IT support, warranty and insurance assistance for devices.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wyndham Central College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Wyndham Central College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our Student Wellbeing and Engagement policy that outlines our school's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the IT department immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department of Education's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent/carer notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department of Education's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department of Education policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Wyndham Central College's Statement of Values and School Philosophy, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When using digital technologies and the internet, students are required to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours)
- Protecting their privacy by not giving out personal details, including full name, phone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- Talking to a teacher or a trusted adult if they feel uncomfortable or unsafe online, or if they see others participating in unsafe, inappropriate or hurtful online behaviour
- Thinking carefully about the content they upload or post online, knowing that this is a personal reflection of who they are and can influence what people think of them
- Protecting the privacy and security of their school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if their understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes
- Handling IT devices with care and notifying a teacher or any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the school's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person
- Backing up their data at regular intervals is recommended.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Wyndham Central College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

COMMUNICATION

This policy will be communicated to our school community via Compass and is located within the Policies & Handbooks folder (available using staff or parent/carer login details): https://wyndhamcentralsc-vic.compass.education/Communicate/SchoolResources.aspx

POLICY REVIEW AND APPROVAL

Policy last reviewed	7 May 2024
Consulation	IT Manager, Assistant Principal (Teaching & Learning), parents/carers, Student Representative Council and School Council
Approved by	Principal
Next scheduled review date	Jan 2025

APPENDIX

School Managed Devices (Wyndham Central College laptops)

School managed devices are Wyndham Central College laptops that students have from a prior year, to which the following is applicable:

- Handle school managed devices with care.
- Parents and students should be aware that files stored on laptops or on the school's server are not private.
- School managed devices are no longer covered by the manufacturer's warranty or lease insurance arrangements (being outside the three-year period).
- The school's IT department will be able to assess the device and provide information for repairs or insurance claims (repair costs and the submission of the insurance claim with their insurance provider and associated excess costs remains the responsibility of the parents/carers).

Managed Devices from Learning with Technologies

If parents/carers and students elect to purchase a Managed Device from Learning with Technologies, the device may be configured to comply with Wyndham Central College's network settings (if permission is given) and the school will assist with the following:

- The device will be loaded with the school's standard operating environment, which provides access to software applications provided by the school and Department of Education including Microsoft 365 applications and the Adobe Creative Cloud suite.
- Software restrictions will be imposed on the device to protect the school's network by preventing unauthorised programs from running. If a program is determined to be educational in nature and/or is not considered malicious, the parents/carers may make a request to the school's IT department to provide a means for installing the software.
- The school's IT department will be able to assess the device and submit warranty jobs on behalf of the parents/carers and students or provide information for insurance claims (the submission of the insurance claim with their insurance provider and associated excess costs remains the responsibility of the parents/carers).

If parents/carers and students opt out of allowing the device to be configured to the college's network settings (as per above), they will be solely responsible for all aspects of the device. The school's IT department can provide support with connection to the school network, printers, Compass, and email, but will be unable to provide any hardware/software, warranty, or insurance support for the device.

Other Devices

If parents/carers and students elect to purchase a device other than a School Managed Device or a Managed Device from Learning with Technologies, the device will be unable to be connected to the school network, printers, Compass or email, and the IT department will not be able to provide any hardware/software, warranty, or insurance support for the device.